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THE WAVE OF THE WEST

BUS. PHONE: 948-8819x260

KFJC 89.7 FM

24HR. STUDIO: 941-2500

FOOTHILL COLLEGE 12345 EL MONTE ROAD, LOS ALTOS, CA. 94022

GUIDELINES FOR THE ASSISTANT JOCK PROGRAM

1) Observation

2) Familiarize yourself with the record library, cart racks, and phone usage (~~talk box~~).

3) Learn log format, meter readings, and proper use of play-lists.

4) Familiarize yourself with board operations, clock schedual (breaks, SC's, IPSA's, and other station business) and record and ticket give-aways.

5) Continue learning board operations, record cueing and segues.

6) "On Air" board operation, mic breaks.

7) EBS Test Procedure, "on air" board engineering, signing on and off procedure, remote broadcasts.

8) Minimum 1/2 hour control of airsound. Become aware of station policies concerning obscenity, profanity, hunks, station security, on-air phone calls, and responsibility of "on air" jocks.

SWITCH TO DIFFERENT TUTOR

9) 1/2 hour minimum "on air" operation, review of logs, meter readings.

10) 1hour "on air" control MINIMUM. Fill in availability sheet. Turn in a 1 hour scoped air check to Programming.

SESESSION 1/ WEEK 1: OBSERVATION

Jock should give tour of lobby, pointing out "Perry's", KFJC Handbook Public Files, Telephones, Message Board, Phone List, Mail Boxes, Job Board, Engineering Message Board, and explain related policies.

After the tour, the assistant should spend this first session in the Master Studio observing the jock do a show. They should feel free to ask questions, while bearing in mind that most all of their questions will be answered during their time in the Assistant Jock Program. This especially applies to technical operating questions. Other questions should wait until the end of the shift to minimize jock distraction.

The tour of the station is necessary to inform the new assistant of basic KFJC radio station procedures and operations that are essential to both on and off air staff.

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SESSION 1/ WEEK 1

The assistant has been given a tour of the station, been told of basic station procedures, and observed the jock do a show.

JOCK _____ DATE_____

ASSISTANT_____ DATE_____

SESSION 2/ WEEK 2: RECORD LIBRARIES, CART RACK, TALK BOX

Show assistant the A and B libraries, pointing out our systems of categorizing and filing, emphasizing the various sections and color-coding.

Show the assistant the Current library, and explain what it is and why we have it. Mention Music Department policy concerning minimum amount of current music played.

Show the assistant the cart rack, pointing out IPSA's, PSA's, SC's, Logo's, Underwriting, Series 200 Carts, Current Music Carts, and Non-current Music Carts.

Show the assistant the telephone "talk-box" and explain how to handle calls while doing a show.

SESSION 2/ WEEK 2

The assistant has been shown the record libraries, cart rack and "talk-box", and has been explained the related policies.

JOCK_____ DATE_____

ASSISTANT_____ DATE_____

SESSION 3/ WEEK 3: LOGS, METER READINGS, PLAY LISTS

Jock should explain station logs and method for filling them out. This should be conducted thoughout the duration of the jock's show, and all log notations should be explained as they are being filled out. In addition, the jock should explain how to fill out the entire cover page of the log. The method for correcting log mistakes should also be covered. Parts of the log from other portions of the broadcast day should be reviewed to point out the logging requirements of other programs.

Explain how to take meter readings and record them in the log. Explain when they must be taken, and any relevant Engineering policies (such as maximum power fluctuation and frequency deviation).

Show the assistant how to fill out a music play-list. Explain how to notate collections, current music, and how to differentiate between singles, EP's and LP's.

SESSION 3/ WEEK 3

The assistant has been shown how to fill out logs, play-lists, and do meter readings.

JOCK_____ DATE_____

ASSISTANT_____ DATE_____

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SESSION 4/ WEEK 4: BOARD OPERATIONS, BREAK CLOCK, GIVE-AWAY PROCEDURE

Give the assistant a basic overview of the board's various functions. Explain each knob, switch and dial, even those not commonly used. The assistant must be shown how to use every program input option, e.g., cassette, carts, etc.

Explain the Break Clock schedule. The assistant must be shown the timing, sequence and the reasons behind them. Include IPSA's, Underwriting and any other aspects of the clock that may not be typical of your particular shift.

Explain station procedures for ticket and record give-aways. Please consult the Master Handbook for the current policy concerning this.

SESSION 4/ WEEK 4

The assistant has been given an overview of the Master Studio Board, the Break Clock, and Give-away procedures.

JOCK_____ DATE_____

ASSISTANT_____ DATE_____

SESSION 5/ WEEK 5: BOARD REVIEW, CUEING, SEGUES

Review every program input on the board.

Show the assistant how to cue records. Include standard cueing and slip-cueing. Show how cueing affects segues. Explain the difference between hot-potting and cold-potting and when they are appropriate to a particular segue. Explain that a good segue should be as smooth and "seamless" as possible. Even though the assistant should be aware of the various cueing and segue options available, they should also be aware of station policies concerning these activities.

SESSION 5/ WEEK 5

The assistant has been shown the board, and has been shown how to cue records and do segues.

JOCK_____ DATE_____

ASSISTANT_____ DATE_____

SESSION 6/ WEEK 6: MIC BREAKS, SEGUES

The assistant should go on the guest microphone this week. They should, at a minimum, read a PSA at the :47 break, and do a solo back-announce. The assistant should be given as much microphone time as possible, so long as it doesn't interrupt or interfere with the jock's program continuity. Give the assistant pointers on microphone technique, i.e., how to speak into the microphone, breathing techniques, pacing, etc. Have the assistant air-check their breaks. Use standard broadcast hand signals to cue each other.

This week the assistant should also do actual on-air music segues. The jock should listen and critique each segue, and the assistant should be air-checking them as well to review later.

SESSION 6/ WEEK 6

The assistant has done microphone breaks and done music segues.

JOCK_____ DATE_____

ASSISTANT_____ DATE_____

SESSION 7/ WEEK 7: ENGINEERING MIC BREAKS, EBS TEST & OFF-AIR PROCEDURES

Continue putting the assistant on the guest mic, both as a solo and as a team.

Have the assistant engineer at least one mic break, though the regular jock will actually do the break from the guest mic.

Revue the EBS Test procedure by going through it and demonstrating the tone generator and EBS cart. Although EBS tests only run during daylight hours, Monday through Friday, all assistants should be thoroughly briefed on this procedure.

Briefly revue procedures to fbllow if the station goes off the air (call engineering, note on logs, note in Business Department Box).

SESSION 7/ WEEK &

The assistant has done mic breaks, engineered and revued the EBS and off-the-air procedures.

JOCK_____ DATE_____

ASSISTANT_____ DATE_____

SESSION 8/ WEEK 8: ON-AIR STATION OPERATION, STATION POLICIES

Give the assistant jock a minimum of 1/2 hour of complete on-air operation control. This includes mic breaks, engineering, music selection, and filling out the log and play-list. The entire 1/2 hour should be taped so that the assistant can review it. The jock should stand-by to lend assistance and criticism.

Review station policies concerning responsibilities of on-air jocks, paying close attention to those dealing with obscenities, hunks and station security.

SESSION 8/ WEEK 8

The assistant has run on-air operation for a minimum of 1/2 hour, and station policies concerning responsibilities of on-air jocks have been covered.

JOCK_____ DATE_____

ASSISTANT_____ DATE_____

SESSION 9/ WEEK 9: GENERAL REVIEW, ON-AIR OPERATION, DIFFERENT TUTOR/D.J.

The jock should review the following with the assistant:

1) Logs
2) Board Operations
3) Meter Readings
4) Break Clock

Give the assistant 1/2 hour of complete board operation, and show them how to do a scoped air-check. Offer the assistant any comments, suggestions, observations, and/or criticisms that are appropriate. Remember, the best time to break a person of bad habits is before they become engrained.

SESSION 9/ WEEK 9

The jock has reviewed the basics of on- air operation, and the assistant has done 1/2 hour of on-air board operation.

JOCK_____ DATE_____

ASSISTANT_____DATE_____

SESSION 10/ WEEK 10: ONE HOUR WITH AIR-CHECKS, AVAILABILITY SHEET

The assistant should do a minimum of one hour of complete on-air board operation. The assistant will also do a scoped air-check of their hour and fill out an availability sheet (for fill-ins), and submit these two items to the Programming Department.

SESSION 10/ WEEK 10

The assistant has completed a one hour air-shift, an air-check and an availability sheet.

JOCK_____ DATE_____

ASSISTANT_____ DATE_____

KFJC 7:30 NEWS

LINE-UP SHEET

☐ MUST BE COMPLETED FOR EVERY NEWSCAST BY 7:10 PM!

TODAY'S DATE: _____

NOTES

NEWSCAST DATE: _____

ANCHORS: _____

Engineer: _____

STORY ORDER	ANCHOR	STORY (Brief Description)	FORMAT CHECK ☐ (when done)	OUTCUE	LENGTH
			WRITTEN ☐ PRODUCED ☐ INTRO ☐		
			WRITTEN ☐ PRODUCED ☐ INTRO ☐		
			WRITTEN ☐ PRODUCED ☐ INTRO ☐		
			WRITTEN ☐ PRODUCED ☐ INTRO ☐		
			WRITTEN ☐ PRODUCED ☐ INTRO ☐		
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			WRITTEN ☐ PRODUCED ☐ INTRO ☐		
			WRITTEN ☐ PRODUCED ☐ INTRO ☐		
			WRITTEN ☐ PRODUCED ☐ INTRO ☐		

INTERVIEW NO. _____

INTERVIEWER _____

POSITION _____

PERSON INTERVIEWED _____

OCCUPATION _____

ADDRESS _____

_____

_____

ORGANISATION OR INTERESTS REPRESENTED AND TITLE _____

_____

_____

METHOD OF INTERVIEW _____

PLACE OF INTERVIEW _____

DATE OF INTERVIEW _____

TIME STARTED _____

TIME COMPLETED _____

AGE GROUP

17 and under __

18 to 64 __

65 & over __

SEX M F

RACE

Black __

Hisp/Sp __

Nat Am __

Asian Am __

Cauc __

1) In your opinion, what are the major problems of the Bay Area insofar as they concern your group or organisation? _____

_____

_____

_____

_____

2) In general, what are the major problems facing the Bay Area today? _____

_____

_____

_____

3) How can a radio station help to solve these problems? _____

_____

_____

_____

4) Do you have any other comments? _____

_____

_____

_____

Reviewed by _____ Title _____

Date _____

NEW IMPROVED AIRCHECK PROCEDURE

In order to benefit the jocks with more and more feedback of a higher quality, plus get the on-air staff to thimk about what they are trying to accomplish with their show, Programming offers these nw features to the air check review.

First NEW IMPROVED INTRODUCTION BY THE JOCK

The jocks whose tapes are to be played will give a short introduction to their tape, which includes:

- -When the show is on, what you believe to be your audience, and how that influences your approach.
- - How do you appraach your show, what's the slant you give the music, and what you see as your ON-AIR PERSONALITY.
- - What do you like about this break, and is this typical.

Second NEW IMPROVED FEEDBACK FROM THE STAFF.

The rest of the staff, after listening to the jock's intro and the aircheck, make careful observations, and offer constructive criticism using,at the very least this as criterea:

- - Techinal ability and skill
- - Properly following KFJC policy and procedure
- - Personality: How do they sound? Are they accomplishing what they have intended? How could they improve?
- -Improvement: Overall what do they need to improve, what could be something for them to think about?
- - What you liked about this break that YOU might use on your show.

Hopefully, this will give all of the staff the kind of direction I want to see these review head toward.

KFJC MANAGER'S QUARTERLY REPORT

Note: your report should be type-written, on a separate sheet of paper.

DEPARTMENT/DIVISION NAME_____

DEPARTMENT MANAGER_____

QUARTER/DATE SUBMITTED_____

1.List all department members, their weekly duties and/or specific responsibilities. include an evaluation of each member's performance, attitude, attendance, out of department activities and interdepartmental projects.

2. What is going on ? department status- how has the department improved or deteriorated over the past quarter? year? why?

3. what projects are currently in progress? planned ? completed? which projects or priorities have been dropped or postponed? why?

4. prioritize department needs.

5. prioritize department goals. specify whether they are long-term or short-term projects or ideals.

6. what is your personal commitment to your department and KFJC?

7. how will your own aspirations be realized in relationship to your work at KFJC ?

8. Personal evaluation. are you a good manager? are you effective? do you follow through on projects/ with staff assignments? are you sensitive to the needs and problems of your staff? are you fair? do you have a problem letting your staff handle/share some of your responsibilities; how well do you delegate authority?

9. evaluate Management, the G.M. the meetings, station projects. how can we improve?

rz/3-85

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POLICY

The following positions/persons will be considered THE MANAGEMENT OF KFJC:

General Manager
Program Director
Music Director
Promotions Director
Public Affairs Director
News Director
News Director
Production Director
Budget Director
Sales Director
Traffic Director

The Faculty Advisor and the Engineers are not managers, but participate in management decision-making, station operations, and planning. They carry equal responsibility to managers, if not more.

All other 'positions' will be considered MANAGEMENT STAFF.

Managers are required to attend all management and staff meetings. Substitutes will be considered only in an emrgency or with two weeks advance notice in writing. Management staff may attend management meetings only if approved by management, or prescheduled via the agenda. All others interested in attending or participating in management will be considered guests. Guests must be approved by the General Manager, and arrangements should be made at the guest's earliest convenience, or no later than 48 hours in advance. Use of the agenda is imperative and essential to the best use of our time. Tardiness is no longer acceptable. The schedule is posted.

Meetings will not bore you. Your active participation will make them interesting and vital. You will make things happen, things that have needed to get done for a long time. Activity is better than nothing; it gets your blood circulating and your mind working. You may relax later. We will be very, very busy. We will continue station operations and projects simultaneously. This promises to be very exciting!!! The first step, though, will be the most difficult; that is, to CLEAN UP OUR ACT!!

(cont.)

(continued)

I welcome your comments, criticism and ideas. I can't encourage you enough to speak up, contribute, and take a position of responsible leadership. Remembering our student/volunteer situation, we must realize that to accomplish our goals, the challenge to management and staff is to be creative in our approach (even toward the most mundane tasks), inspiring in our presentation and discussion, and always supportive in our day-to-day activities.

Robert E. Zepernick II/lg
4/18/85

KFJC PROGRAM GUIDE
TALENT SEARCH

YOUR NAME _____

YOUR DEPARTMENT _____

SALES

Sales is the most important aspect of both the program guide and the station. Sales is the least popular area to be involved in, though this doesnot diminish it's importance. Sales brings in the money we need so we can repair and improve the stations equipment. It does take work to do sales, but it's not distasteful,plus you earn a 20% commission on each sale. If you are interested, please contact Doc or the Business department.

Name places,(including where you work, where you play, where you relax),that would be a good place for a KFJC salesperson to call to sell ads.

_____ _____

_____ _____

_____ _____

PHOTOGRAPHY/ART

Do you own a 35MM camera Yes_____ NO_____
Are you taking photos at shows, events? Yes_____ No_____
Do you have photos, of any kind, you'd like published Yes_____ No_____

Do you draw or create collage art? Yes_____ No_____

Writing

Do you have experiance writing for print?., Yes_____, No_____
Have you done a P.A. Drop-In or Modern Times Feature Yes_____ NO____
Interested in writing an article or review? Yes_____

GRAPHICS

Do you have experiance in paste-up and layout? _____
Do you want to learn? _____
Do you have access to the following:

TYPESETTING _____

STAT CAMERA _____

ART OR PRINTING SUPPLIES _

COMMENTS?

ALL ON AIR JOCKS!!!!!!!!! WE REQUIRE A STRAIGHT SHOW DESCRIPTION. PLEASE BE INFORMATIVE AND DEFINE YOUR MUSICAL TERMS, (SO THAT SOMEONE WITH NO KNOWLEDGE OF KFJC OR YOUR MUSIC WILL UNDERSTAND) DUE BY JAN. 7